

Contract No. 8279-5/18: Pre-qualification of Bidders for the Purchase and/or Installation of Audio Visual Equipment and Supplies, Video and Audio Surveillance Systems, and Microfilm Cameras and Accessories, Cameras, Television Sets and VCRS.

Individual orders will be processed using pricing information obtained from participating bidders. Orders will be awarded to the vendor offering the lowest pricing for the item(s) in that order.

Where it is determined that there is a tie between two or more bidders for the award of an order, a determination of low bidder will be made in accordance with County ordinances and policies, Section 2-8.5 Procedure to provide preference to local business in county contracts.

If one or more items on an order are determined to be available from a bidder who has offered the best and lowest pricing for that order, the entire order may then be placed with the vendor with the best pricing who is able to completely fill the order. An item will be determined to be unavailable if a vendor is unable to deliver that item within the period specified in the department Request for Quote Form.

#### **QUOTE PROCEDURES:**

All vendors will be contacted for quotes on an as-needed, when-needed basis, except when involving *installation* (See below paragraph for Site Visit). Each quotation request will include the following: quantities, items, and installation (when applicable) to be purchased; due date, time and location for delivery of supplies; due date and time for quotation submittal and any other special instructions. Facsimiles (fax) are acceptable, unless the request for quotation requires sealed quote responses.

Pre-qualified Bidders will be solicited for price and availability of items as needed. A list of items will be faxed or electronic mailed to all the pre-qualified vendors. Fax or e-mail quotes must be returned within the time specified in department's request for quote form. The prices quoted will remain fixed for a period of forty-five (45) calendar days from date quotation is due. If required, the County will note special shipping requirements.

No quotes are necessary for purchases under \$500.00. In emergency situations or for purchases under \$500.00, availability of materials and geographic location of the vendor may be the deciding factor in quotation requests and/or award of some orders.

#### **APPLYING BID PREFERENCE TO QUOTES: (Federal Funding is exempt from this process)**

A Small Business Enterprise (SBE) bid preference applies to each quotes not utilizing federal funding.

Only one preference shall be awarded per bidder per quote. Bid preferences shall be given to:

- a Bidders that are identified herein as certified SBE.

Contract No. 8279-5/18: Pre-qualification of Bidders for the Purchase and/or Installation of Audio Visual Equipment and Supplies, Video and Audio Surveillance Systems, and Microfilm Cameras and Accessories, Cameras, Television Sets and VCRS.

The bid preference shall be calculated and subtracted from the total quote price. This difference shall be used in evaluating the quote. The bid preference is used only to calculate an amount to be used in evaluating the quote and does not affect the quote price.

**EXAMPLE:** Quote Total Price \$1,000.00 x 10.0% = \$100.00 - \$1,000.00 = \$900.00

If the preference is the lowest after the calculation, the preference should be awarded the quote total price of \$1,000.00 not the \$900.00.

Whenever a quote contains both, Bid Preference (SBE) and Local Preference, departments must apply the Bid Preference first. Once the bid preference is applied and department determine that the apparent low bidder is a non-local firm and the second low bidder is a local firm which prices are within 10% of the low bidder, department must proceed to apply local preference and obtain the "Best and Final" in accordance with Section 2-8.5 of the Miami-Dade County Code and Ordinance No. 01-21.

#### **SITE VISIT: (WHEN APPLICABLE)**

When installation is required, the user department shall give all the pre-qualified vendors in the pre-qualified pool with *approved insurance* the opportunity to visit the site and provide their quote. There will be one appointment scheduled per quote when applicable. Any vendors who fail to be present at the site visit shall not be re-scheduled. There will not be a site visit or pre-bid conference with vendors without the Department's Procurement Liaison representative present. The Department will have a sign-in sheet for vendors and the Department Procurement Liaison representative to sign-in.

#### **INSTALLATION:**

The successful vendor is required to obtain and pay for all licenses, permits and inspection fees for the project, and shall comply with all laws, ordinances, regulations and building code requirements applicable to the work contemplated herein. Damages, penalties and or fines imposed on the County or the vendor for failure to obtain required licenses, permits or fines shall be borne by the vendor.

#### **LISTING OF SUBCONTRACTORS**

In accordance with Ordinance 97-104, the Bidder shall submit with its Bid Submittal Form a list identifying all subcontractors who will perform any part of the contract work and the portion of the work to be done by the subcontractor. For subcontractors performing installation work under the contract, the Bidder shall submit a copy of the subcontractor's certificate of competency (see Section 2, Paragraph 2.14) with its Bid Submittal Form. Failure to comply with this requirement may result in the Bidder's Submittal Form being deemed non-responsive.

Contract No. 8279-5/18: Pre-qualification of Bidders for the Purchase and/or Installation of Audio Visual Equipment and Supplies, Video and Audio Surveillance Systems, and Microfilm Cameras and Accessories, Cameras, Television Sets and VCRS.

In the event that the Contractor intends to subcontract any part of its work under the contract to another vendor, not approved at the time of contract award, the Contractor shall request approval to subcontract from the Department of Procurement Management, Purchasing Division and provide a copy of the certificate of competency for any subcontractor who will perform installation work under the contract. The Contractor must receive written consent of approval from the County prior to the subcontract(s) performing any work.

Only subcontractors identified at time of contract award or thereafter approved by the County will be allowed on County premises. The responsibility of the subcontractor shall be solely borne of the Contractor.

#### **TALLY SHEET:**

User Department shall tally all responsive, non-responsive vendors, the low bidder and higher than low bidders. Upon request by the vendor or vendors, the department should provide the information.

#### **PRICES**

Orders requiring special handling such as Air Freight, next day delivery, etc., may only be approved and placed by the Departments' Procurement Liaison Representative. The price quoted by the bidders shall be inclusive of any additional shipping cost.

#### **WHEN "EQUAL" PRODUCT CAN BE CONSIDERED**

There may be times when the manufacturer's name, brand name and/or model number information contained in faxed or electronic mail quotes are being used for the sole purpose of establishing the minimum requirement of level of quality, standard of performance, and design and is in no way intended to prohibit the offer of another manufacturer's items of equal material unless otherwise indicated on the Request For Quote Form.

Each Request for Quote Form may require only submission of the following documentation to enable the County to evaluate the "equal" products:

- ☒ : Product Information Sheets
- ☐ : Product Samples with Initial Offer
- ☐ : Product Samples upon Specific Request
- ☐ : Product labels
- ☐ : Performance Test Results

If an "equal" product is being considered by the County Department in accordance with the Request for Quote Form, the unit shall be equal in quality and standards of performance to the item specified in the solicitation. Where an "or equal" item is offered,

Contract No. 8279-5/18: Pre-qualification of Bidders for the Purchase and/or Installation of Audio Visual Equipment and Supplies, Video and Audio Surveillance Systems, and Microfilm Cameras and Accessories, Cameras, Television Sets and VCRS. and product information sheets are required, the initial offer must be accompanied with two (2) complete sets of product information sheets (such as factory specifications, standard manufacturer information sheets, catalogues, and brochures), and if required, two (2) copies of performance test results of the unit offered as an equal. Also for product information submittals, all supporting documentation submitted by the offer must in total meet the required specifications set forth in Request for Quotation Form. Where the standard product literature submitted with the offer provides information that does not comply with the specifications, the offer shall state, in an official letter on corporate letterhead as part of their initial offer, the differences between the item they are specifically offering, and the equipment described by the standard product literature, to substantiate compliance to all of the specifications set forth in this solicitation. In such cases, any offer submitted with standard product literature but without the letter explaining compliance may result in the offer being deemed non-responsive for not meeting the solicitation specifications.

If samples of all "or equal" items bid are required for evaluation, such items are to be provided at no cost to the County, and should be submitted with the initial offer, or at the time of specific request. Failure to meet this requirement may result in your offer being deemed non-responsive.

For "equal" products to be evaluated based on submission of product labels, the initial offer should be accompanied with labels indicating the specification and ingredients for each "or equal" item offered. Failure to meet this requirement may result in your offer being deemed non-responsive.

*The County Departments shall be sole judge of equality, based on the best interests of the County, and its decision in this regard shall be final. Items labeled "No Substitute" on the County's Departments Request for Quote Form are the only products that will be accepted.*

#### **DELIVERY OF AUDIO VISUAL EQUIPMENT & SUPPLIES, TELEVISIONS AND VCR(S)**

The bidder shall make deliveries of audio visual equipment & supplies, visual equipment & supplies, televisions and VCR(s) within the calendar days stated in the faxed or electronic mail quote. In cases where the delivery and availability will be delayed, Department should be notified and upon the departments' approval, a revised delivery schedule can be negotiated.

Otherwise, should the bidder to whom the order is awarded fail to deliver the items in the number of days as stated in its faxed quote to the user department, the department shall cancel the order with the low bidder and place the order with the next low bidder based on the total order amount for the remaining faxed quote item(s).

Contract No. 8279-5/18: Pre-qualification of Bidders for the Purchase and/or Installation of Audio Visual Equipment and Supplies, Video and Audio Surveillance Systems, and Microfilm Cameras and Accessories, Cameras, Television Sets and VCRS.

**BACK ORDER DELAYS IN DELIVERY SHALL NOT BE ALLOWED**

The user Departments shall not allow any back order situations under this contract. Accordingly, the bidder is required to deliver all items to the departments within the time specified in their request for quote. In the event that the bidder fails to deliver the products within the time specified the user department reserves the right to cancel the order with the lower bidder, seek the items from next low bidder.

**PRODUCT RETURNS:**

The County may elect to return to a vendor a purchased item within thirty (30) days of receipt and acceptance of that item by the County. Items will be returned in their original cartons, and packing material with all original documentation. The vendor may supply a pre-authorized return receipt for returned items.

If an item is returned because it does not meet performance or functional specifications as promised by the product's manufacturer, then all return costs will be borne by the vendor. The department may return items for reasons other than those mentioned above. In these cases, the department will determine a reasonable re-stocking fee. This restocking fee shall not exceed 5% of the cost of the item being returned.